



# INSTITUTE OF ELECTRICAL & ELECTRONICS ENGINEERS, INC.

## REGION 9

### RR2008 – Reimbursement of Expenses

#### - General Instructions -

Dear Colleague,

For your knowledge, I want to inform you some practical data about expenses reimbursement for participation in 2008 Annual Region 9 Meeting (RR2008). To be updated informed, please access the R9 web page frequently.

1) Primary Delegate (PD) is a member of the Regional Committee which has satisfactory complied the requirements defined by Region 9 Director to participate in RR2008.

2) Each PD will be reimbursed for air travel costs, subject to the maximum air fares which will be informed promptly and will be able to choose between a bank check or a wire money transfer from R9 Account to the corresponding Section Custody Account.

For that purpose, each PD must fill out and sign the Reimbursement Expense Form (file Reimbursement Request\_2008.pdf), together with the last page of the air ticket, the one which depicts the price. Ground transportation **will not** be reimbursed.

3) Each hotel room will have a separate account in which US\$75 deposit for each night will be assigned to each PD, up to US\$300, corresponding to 4 nights. The US\$75 amount is worth half of the daily price for a double room (US\$150), including breakfast.

4) In case a PD does not want to share a room with other PD, he will receive in his room account the same US\$75 value per night. All other additional room expenses will be also charged to this DP. All these expenses will be paid by the PD directly to the hotel.

5) Other IEEE member no PD as well as companions, will have to pay a fee to participate in the meeting activities. The values are detailed in the "Activities Participation Companion Form" which is attached (Companion Form RR2008.pdf) and in the "IEEE Member Who is not Primary Delegate (PD) Registration Form" also attached (IEEE Member no DP Form RR2008.pdf)

6) The hotel accepts all major international credit cards and cash (US\$ or Uruguayan Peso), but does not accept bank checks.

Best Regards,

IEEE Región 9

Jack Vainstein  
Treasurer